

KENWOOD CHARTER SCHOOL GRANT PROPOSAL

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Kenwood Charter School CDS - Applied for
Kenwood School District CDS Code - 49707896051825

KENWOOD CHARTER SCHOOL - ABSTRACT OF GRANT PROPOSAL

KENWOOD CHARTER SCHOOL was granted Charter No. 174 on February 11, 1999. It was one of the first charters approved under the amended charter school law revisions contained in A.B. 544. After its presentation to the Board of Trustees of Kenwood School District and members of the community over a period of 13 months, it was unanimously approved on January 4, 1999. Its approving district, Kenwood School District, vigorously supports it. It represents a cohesive contribution of many members of the community as well as parents of intended students.

KENWOOD CHARTER SCHOOL was created to give students in the 7th and 8th grade in northern Sonoma Valley a choice of continuing their elementary education in a rural setting, being able to collaborate with their communities, attend classes of a small size, have several real electives available to them, and, more significantly, to participate in the structuring of their own individual education program. We expect students to come from the several rural communities of Kenwood, Glen Ellen and Sonoma, which are predominately agricultural areas.

Students will interact with the mentally challenged and physically limited clients of Sonoma Development Center in Eldridge, CA (approximately 5 miles from Kenwood) and become part of programs rehabilitating and retraining these clients. KENWOOD CHARTER SCHOOL feels that this is a tremendous opportunity for students to experience real life situations to augment their learning and will apply their growing knowledge to practical career-oriented and civic-based projects which will improve their self esteem, effectuate their social skills and contribute to the structuring of their own academic lives well into the 21st century.

The student, his or her parents and the student's teacher will develop an Education Covenant to design an individual program for a particular student. The student is expected to perform and to perform well. Periodic and rigorous testing will measure the level of achievement of the Education Covenant. At KENWOOD CHARTER SCHOOL, the student, the teacher and the program itself will be held accountable.

The funding of this grant proposal will allow KENWOOD CHARTER SCHOOL to implement a comprehensive program focused on the individual student. Implementation grant funds will enable KENWOOD CHARTER SCHOOL to cultivate the values of academic success and lay the foundations necessary for it. With our innovative approaches, effective organizational systems and strong community collaboration, we will produce students who will carry this high level of achievement in their academic lives well into the 21st century.

Our grant request is for predominately capital items and items of equipment in the amount of \$148,950.

I. EDUCATIONAL VISION

A. Baseline Information

Kenwood is a tiny rural community located equidistant from the large City of Santa Rosa to the northwest (population 133,000) and the City of Sonoma to the southeast (population 9,000) It is geographically separated from nearby urban and suburban areas by State parks and vineyard land. The primary source of income in the area is from viticulture and tourism. Kenwood's 2,500 or so residents range from Hispanic farm workers and single-parent families supported by welfare, to middle income families, to even the few affluent families of vineyard and winery owners.

The Kenwood School District currently has one school, the Kenwood School, which serves about 170 kindergarten through sixth graders and also boasts a state-funded preschool which serves another 48 three and four year olds. Kenwood School is a very successful elementary school that serves as the focal point of the community. It receives generous support from the community both by overwhelming approval of a parcel tax and by volunteerism. The school has Spanish instruction as well as a bilingual program. It also has a band and choral program. Graduating students are well prepared in the basics and have a good start in music and Spanish.

Upon graduation from sixth grade, our students have traditionally gone to Santa Rosa to attend a middle school that is part of the Santa Rosa School District. Rincon Valley Middle School has a student body which exceeds 1,000. Kenwood students have met with mixed success there. For some, the move to middle school has been a great social success. For others it has been traumatic and troubling. As a whole the group has suffered academically. Part of the trouble could be from the approximately 3 hours a day students must spend on a bus, getting to and from school. Perhaps the dramatic social change overwhelms all else. For numerous philosophical, educational, social, psychological, and practical reasons, the parents of Kenwood have sought an alternative.

The KENWOOD CHARTER SCHOOL is a small, local, community-based alternative. The educational program will offer a comprehensive model involving community service and outreach, a successful partnership between parents and school, interaction with the community at large, flexible scheduling to permit exploration of the arts, technology, foreign language, athletics, and rigorous academics. KENWOOD CHARTER SCHOOL anticipates drawing about half of its student body from adjacent areas, such as the towns of Glen Ellen and Sonoma, and rural parts of Bennett Valley.

Based on the student populations of these rural communities, student mix at KENWOOD CHARTER SCHOOL is expected to be approximately 30 percent Hispanic Americans, 5 percent Native American, 10 percent African American and 55 percent Caucasian. KENWOOD CHARTER SCHOOL is mandated in its charter to have an aggressive program of outreach and advertising to achieve the ethnic balance of the surrounding communities. Testing scores from recently published information for these students reflects scores in the high second quartile (26 percent to 50 percent) to the low third quartile (50 percent to 75 percent). It is a goal of KENWOOD CHARTER SCHOOL, through its collaborative education programs, to significantly increase these measurements of accountability.

We believe this program offers middle school students who are at perhaps the most critical point in their lives, the opportunity to build academic success, while strengthening the bonds to their parents and community, developing values, a sense of belonging and identity, and habits that will make them successful life-time learners.

B. Educational Vision

Middle school is a time of physical and emotional transformation, which requires a transformative learning environment to begin to orient young people to the

adult world. It is an age level that is unique, in that a wide range of intellectual, physical, psychological, and social development occurs during these years. It is at this time that students can begin to experience the meaning of high standards of academic excellence, while reinforcing the concepts of personal connectedness, a sense of belonging, of being accepted by teachers and peers. In these middle school years, lifelong values begin to be shaped, including those relating to academic achievement and personal commitment to educational goals.

The two challenges of the KENWOOD CHARTER SCHOOL are: 1) to prepare students for academic success and life as an adult; and 2) to make sure that students are invested in the goals and purpose of their schools in positive ways and have an opportunity to increase their self-esteem.

The nucleus of the educational philosophy at KENWOOD CHARTER SCHOOL is the individual student. The education program for the KENWOOD CHARTER SCHOOL will consist of a comprehensive academic oriented curriculum which will be the centerpiece of instruction for all students in all subject areas. Its purpose is to provide a positive learning environment for its students and to provide a challenging curriculum which will prove a solid foundation for a college preparatory high school program. The focus on achievement will take into account the diverse learning styles and interests of students, making them decision makers in their own learning process, along with mentoring adults.

Philosophically, the structure and implementation of the curriculum at KENWOOD CHARTER SCHOOL is based on the premise that students must be fully engaged in their own learning. This goal will be achieved through a standards-based and performance-based curriculum that is individually structured through integrated and multi-dimensional learning activities.

McREL

Institute modified to utilize the Student Learning Program (SLP). Under the SLP, the student, parents and teacher will sign an Education Covenant (Covenant) which identifies personal responsibilities and academic goals at the beginning of each year. Regular periodic evaluation of the Covenant is essential in order to evaluate whether a student is on track for his or her Covenant.

While California and federal frameworks provide guidance and criteria for measuring ultimate success, the order and manner of learning new material is adjusted to meet the particular needs of each student. When the student contributes to the decision in establishing his or her own goals in the Covenant, there follows a sense of commitment from the student to accomplish these goals.

Depth over coverage will be emphasized in the "core" studies. KENWOOD CHARTER SCHOOL believes that the thought standards created when the active learner engages in the learning process are the key to transference of critical thinking skills and application of knowledge. These mechanisms provide keys towards expanded learning across the curriculum. Outcome or "performance-based" learning consists primarily of two elements: active learning and student responsibility. Students become the chief protagonists in their learning, and with teachers acting as facilitator, the combination of these two elements ensures that students "own" their learning; acquiring both content and skills more deeply and permanently.

The classrooms will emphasize natural rhythms and blocks of learning through interdisciplinary project methods. These methods will support learners in an attitude of confident expectation. Both students and teachers can choose ways of meeting these challenges to fit their particular capabilities and priorities. This approach encourages students to take risks and to pursue new interests. KENWOOD CHARTER SCHOOL will meet the challenge of investing students with the goals and purpose of their schools in the following ways:

- 1) Increased Involvement of Parents

Extensive parental participation and collaboration is an essential element of the Education Vision and overall curriculum at KENWOOD CHARTER SCHOOL. This involvement will not only lead to the success of the children of a particular parent, but also to all students at KENWOOD CHARTER SCHOOL.

KENWOOD CHARTER SCHOOL is a small, local school which involves the community, parents, students and teachers in educational decision-making. The school will be staffed by a total of two full time and one part time teacher who will integrate the curriculum and will be in direct written or oral communication with parents on a regular basis. Parents will be involved in setting goals, reviewing and recommending policies, planning and implementing curriculum as well as volunteering in the classroom. KENWOOD CHARTER SCHOOL will foster a partnership between parents, students, and the school by involving everyone in decisions and projects.

Parents will be visible partners and will contribute significantly to the programs at KENWOOD CHARTER SCHOOL and the sense of the community. Parents will wear a variety of hats as classroom helpers, yard monitors, office helpers, field trip chaperons and board members.

Parent participation and involvement is mandatory and contractual. The admission of a proposed student is dependent upon a parent's commitment be a partner with KENWOOD CHARTER SCHOOL. Parents will contribute a minimum of 40 hours per year per student. Their hours and jobs will be flexible. Parent participation will be coordinated by a Lead Parent who will match parents, teachers, jobs and will track volunteer hours. If a parent should happen to fall behind their contractual commitment, the Lead Parent will contact them, notify them of their shortcoming versus their contractual commitment and will attempt to rectify the situation.

KENWOOD CHARTER SCHOOL takes a parent's contractual commitment very seriously as it is an ingrained part of our success.

2) Student Interaction With Their Community

Students at KENWOOD CHARTER SCHOOL will have not only the opportunity, but also the requirement of interaction and corroboration with all aspects of the community - the Kenwood community, the education community, the business community and our neighboring Oakmont retirement community. (See II. C. - Collaboration and Networking.)

Through affiliations with Sonoma Development Center and links with businesses in Kenwood and Sonoma, KENWOOD CHARTER SCHOOL will provide opportunities for students to experience real life situations to augment their learning and will apply their growing knowledge to practical career-oriented and civic-based projects which will improve their self esteem, effectuate their social skills and contribute to the student's structuring of their own academic lives.

KENWOOD CHARTER SCHOOL expects to meet the challenge of preparing students for academic success and in adult life in the following ways:

1) Our specifically designed academic based curriculum laced with various electives such as language, art, music, etc. is described in the curriculum section of this grant proposal.

2) Flexible scheduling to allow more in-depth study. There will be opportunity for lengthier classes and interdisciplinary teaching. Studies have shown that these methods tend to draw a student deeper into subject matter and permit a stronger grasp of abstract concepts. KENWOOD CHARTER SCHOOL'S program will have flexible scheduling including block scheduling and an extended day which will provide opportunities for this kind of in-depth and integrated study.

3) Diversity of study, choice, and exploration. Flexible scheduling of the small student body, with two teachers and numerous enrichment specialists at KENWOOD CHARTER SCHOOL, will provide opportunities for every student to explore arts, foreign language, and engage in athletics.

4) Multi-grade skill based classes will be included in the curriculum. In basic skill areas such as math and English there will be multi-grade classes. A

student will be placed in the most appropriate of three groups depending on skill level rather than age or grade level. These will allow appropriate remedial work to take place and avoid social promotion. No student will fall between the cracks and no student will be held back doing work which is not challenging.

5) The use of technology is a key component in achieving these goals by providing access to the growing body of information and knowledge through such tools as the Internet. As students learn how to use this technology, they become better prepared for a higher education curriculum that requires high levels of skill in research and information processing.

We seek to change the industrial production and authoritarian model of education, which cranks out graduates who are not prepared for the complexities our time. We seek to create a partnership between parents, students, community and school. We seek to establish an educational program which provides students, with staff and parental guidance, the opportunity to exercise judgment and responsibility and have real choices. We envision an educational program that emphasizes values over theories, human beings over concepts, questions over answers, conscience over ideology and efficiency. We believe that increasing the involvement of parents, students and community in the middle school years will insure that students have a sense of ownership and belonging, that they are able to make a connection between education and real life with the result of vitalizing and maximizing each student's potential and creating successful life-time learners.

II. ORGANIZATIONAL STRUCTURE

A. Educational Capacity

1. Strategies

The educational program of the KENWOOD CHARTER SCHOOL will consist of a comprehensive academic oriented curriculum. Innovative strategies will be designed to achieve high levels of academic excellence. The emphasis of the educational strategies will be performance-based learning consisting of active learning and student responsibility. Student learning will be at the heart of the program. Teachers and parents will serve as facilitators and students will "own" their learning. Pedagogy will serve to empower and vitalize each individual learner.

To this end, the program will consist of two classes in grades 7 and 8, with a maximum of 48 students. Core classes will be divided into three groups based on aptitude. There will be 7 class periods not including homeroom, break and lunch. Enrichment classes in Music, Art, Drama, and Spanish would be scheduled in the afternoon and taught by specialists. Students will "own" their own process of learning by setting goals and meeting them. Teachers will facilitate and encourage, providing guidance and support as needed.

There will be an emphasis on cooperative learning, problem-solving, decision-making, and in-depth and interest-based learning. Various strategies will be implemented to achieve this. These will be cross-generational tutoring, interdisciplinary curriculum, block and other flexible scheduling, hands-on projects, parent participation, community involvement and mentoring, supplemental school-wide and individual learning projects, and small class size. Because of the small size of the school with a total projected student body of 48 and a staff of two teachers, instruction and learning will be fundamentally integrated on all levels. With the breakdown of boundaries, students will learn that education is a joint endeavor, which teachers, students, parents and community pursue hand-in-hand throughout their entire lifetimes.

2. Standards

One of the goals of KENWOOD CHARTER SCHOOL is to assure high levels of academic excellence for all students. Expectancies in the core areas will be developed

and implemented by the faculty in collaboration with students and parents. These expectancies will represent a common set of consensus standards for attainment of content knowledge and performance levels leading to teacher and student accountability. They will be well-articulated, easily discernible expressions of the standards held by the stakeholders. For example, a mathematics expectancy reads "Selects and uses appropriate estimation techniques (e.g., overestimate, underestimate, range of estimates) to solve real-world problems." (Source: McREL) The expectancies will conform to those of the Kenwood School District, the Santa Rosa School District, the California State Department of Education Frameworks, accreditation criteria established by the Western Association of Schools and Colleges, and those criteria mandated by the California Assessment Program.

3. Assessment

Assessment will take place on a regular basis by teacher evaluation of written work and maintenance of a portfolio thereof, by observation by the teacher and parent in the classroom, and by objective measure in accordance with Education Code Section 60602.5. (See also II. D. 1. - Student Attainment Indicators.) Students and teachers will be held accountable for the achievement of the skills and knowledge articulated in the expectancies. Furthermore, communication with the home regarding student progress will take place on a regular basis by email, phone call, personal interview, or note as necessary and by a monthly review of the student's progress by teacher and parents. Additional assessment and report shall be implemented on an individual basis as deemed necessary by the stakeholders, i.e., parents, students, and teachers.

4. Professional Development

The full-time staff of KENWOOD CHARTER SCHOOL will consist of two credentialed teachers, one with an English and humanities focus and the other with a science and math focus. Part-time enrichment assistants in the areas of drama, art, music, technology, and Spanish will serve as instructors and mentors to the teachers and student body. Retired and active community members with expertise in education, business, technology, medicine, culinary arts, agriculture, law, accounting, and many other career fields will enrich the program on a volunteer basis and as members of the Board of Directors. Parents, community members, teachers and students will work as a team. Co-teachers, parents, community members, and students will collaborate regularly to innovatively develop and modify the program as the stakeholders deem appropriate.

The Head Teacher will be challenged to attain administrative skills. Collaboration with other elementary, middle, high schools and institutions of higher education as well as with homeschoolers will be encouraged and supported. Such connection would serve the school's goal to connect education to the real world. Flexible scheduling would permit leave time for teachers to pursue personal and professional goals. With student learning at the heart of the program, training, mentorships, visitations, workshops, and a non-threatening environment in which there is license to innovate and create in response to need, will prove fertile ground for professional as well as personal growth of the staff members at KENWOOD CHARTER SCHOOL. The open and challenging attitude of all stakeholders will create an positive, productive and supportive atmosphere which includes happiness, purpose, satisfying work, joyful relationships, and vitalizes and maximizes everyone's potential.

5. Experience and Knowledge of People Involved

KENWOOD CHARTER SCHOOL is currently in the process of hiring an educational consultant who will take us through the start-up phase of the school. He or she will consult with Christine Thompson Lee, Ed.M., who is a California credentialed teacher and interested parent. They will work with a hiring committee to select the Head Teacher.

B. Business and Organization Management Capacity of KENWOOD CHARTER SCHOOL

1. Staffing and Business Manager

KENWOOD CHARTER SCHOOL will employ two full time credentialed teachers and one part time credentialed teacher to educate its forty eight 7th and 8th grade students. KENWOOD CHARTER SCHOOL will also retain a Business Manager on a part time basis (30 hours per month) who will act as the school's accountant.

2. Budgetary and Audit Functions

The charter school founders have prepared an operational budget for Years 1, 2 and 3 of operation. It is based on actual charter school revenues and costs developed and maintained by the Fiscal Division, Sonoma County of Education (SCOE). It was reviewed and modified to its current form by the Certified Public Accountant retained by the charter school founders. The budget was presented to the Board of Trustees of the Kenwood School District as part of the charter approval process and was thoroughly dissected by that board as to its components and their basis for the assurance that the financial integrity of KENWOOD CHARTER SCHOOL clearly supports its educational vision. This budget for Years 1, 2 and 3 of operation is appended to this grant proposal.

An annual audit of the financial operation of KENWOOD CHARTER SCHOOL shall be conducted. Financial records of the programs are open to the Kenwood School District at any reasonable time. Audit reports shall be given to the Kenwood School District, the governing board of KENWOOD CHARTER SCHOOL and SCOE. Audit reports shall also be available to the general public. The Budget Committee of the Board of Directors and the Business Manager will confer to review, refine and recommend the proposed annual budget. Once approved by the Board of Directors, the approved budget is forwarded to SCOE. The budget is revised twice each year - October and January. Monthly budget and other reports will be part of the monthly Board of Directors' information packet. The Business Manager will attend all board meetings to answer questions, to develop budget analysis for proposed board policies and to incorporate budgetary changes based on board decisions.

3. Income and Disbursement Procedures

A system of checks and balances will be installed as part of the SCOE approved accounting system to assure proper handling and reporting of income and expenses.

The Business Manager will work with SCOE's personnel to assure that KENWOOD CHARTER SCHOOL receives its pro rata share of ADA and other revenue sources. The Business Manager will maintain an electronic journal of accounts which mirrors SCOE's journal of accounts. From these electronic accounts, warrants will be prepared to disburse funds (after board approval). Internally, monthly reports will also be maintained to reflect payroll, monthly disbursements, etc. All personnel records, health, dental, vision insurance, workmen compensation claims and leave records will be maintained by the Business Manager.

4. Governance

KENWOOD CHARTER SCHOOL will be a relatively small school with 48 students - 24 in each of the 7th and 8th grades, two full time and one part time credentialed teachers. One of these full time teachers will act as the chief administrator/Head Teacher. Its organization structure was designed to keep governance simple yet effective, with the end result of fully supporting our Mission and Educational Vision.

KENWOOD CHARTER SCHOOL shall be incorporated under the non profits laws of the state of California and shall obtain a tax exemption under section 501(c)(3) of the Internal Revenue Code and shall be tax exempt under corresponding provisions of the California Revenue and Taxation Code.

KENWOOD CHARTER SCHOOL shall initially be governed by a transitional board of directors consisting of members of the KENWOOD CHARTER SCHOOL Committee who shall act as incorporators. The transitional board of directors shall consist of

directors whose numbers shall be odd in number and shall number between seven and nine. Their terms shall be no longer than three years in length.

Following the transitional board of directors, KENWOOD CHARTER SCHOOL shall be governed by a permanent board of directors whose numbers shall be odd in number and shall number between seven and nine. The composition of the permanent board of directors shall include parents, the business community, the education community, and the individuals from the collaborative alliances formed by KENWOOD CHARTER SCHOOL.

The transition board of directors of KENWOOD CHARTER SCHOOL shall appoint one or more governing or operational committees. The members on these committees shall consist of parents, the business community, the education community, and the individuals from the collaborative alliances. The designated number of governing or operating committee members shall include the membership of the teacher, described below.

Governing and operating committee members shall be assigned the duties and responsibilities which shall include admissions evaluation, core subjects, elective courses, operational hours and days of instruction, etc. One teacher from the KENWOOD CHARTER SCHOOL shall attend all governing committee or operational meetings and shall hold full voting rights on the committee. The teacher representative shall be selected annually by the teachers of the KENWOOD CHARTER SCHOOL. The governance structure of KENWOOD CHARTER SCHOOL is based on the philosophy that teachers are professionals and their voice in school management and operation is essential to achieving the school's academic goals. To this end, a teacher will be a cohesive member of all Operating and Governing Committees. A teacher's report to the Board of Directors will be viewed as extremely important in taking the temperature of the program or any other matter addressed in such report.

All meetings of the transitional and permanent boards of directors of KENWOOD CHARTER SCHOOL and its Governing and Operating Committees shall comply with the Ralph M. Brown Act and will be public and all members of the public shall be encouraged to attend and actively participate.

Meetings of the Board of Directors will involve matters consistent with the end result of fully supporting the Mission and Educational Vision of KENWOOD CHARTER SCHOOL: for example, a meeting might include status reports on the school from teacher leaders and input from all stakeholders and valued critical friends to set direction and guide KENWOOD CHARTER SCHOOL in its mission and goals of excellence.

The responsibilities of the Board of Directors include personnel and fiscal decisions, developing school policies, reviewing school and student instructional needs, and obtaining and allocating resources. The Board of Directors will also be responsible for identifying programs and procedures to insure high levels of academic achievement and to oversee compliance with the terms and conditions of each employee group's contracts and the policies of its governing district - Kenwood School District.

5. Location, Setup, and Additions to School Facility

KENWOOD CHARTER SCHOOL is in the process of negotiating a site for its facility at Sonoma Development Center (SDC) in Eldridge, California. SDC is a self-contained town operated by the State of California for mentally challenged and physically impaired individuals.

An important aspect of the program and philosophy will involve the interaction of students with the clients of SDC. KENWOOD CHARTER SCHOOL feels that this is a tremendous opportunity for its 7th and 8th grade student to learn about other aspects of life that are not in the routine main stream, while at the same time helping these individuals.

A site of approximately one acre will be leased from SDC in the north west corner of SDC. The site is located near the rehabilitation building of the

Center making it quite accessible for students of KENWOOD CHARTER SCHOOL to interact with the clients of SDC.

KENWOOD CHARTER SCHOOL will lease and locate three portable classrooms with dimensions of 24' X 40'. Two will be used for classrooms, and the third building is for a third classroom when a subject is divided into three sections, special project hall, study hall, computer room, etc. Rent for three portables is \$21,492 per year. The ground rent itself is estimated to be approximately \$6,000 per year.

At this particular site, the portables must be hooked up to services such as separate water metering, gas, electricity, telephone and sewage. It has been estimated by the facilities engineer at SDC that the cost of these service connections will be approximately \$65,000. Additionally, site preparation for the portables will be required and the cost of this preparation is estimated at \$5,000. Part of the funds requested in this grant proposal are for the cost of installation of these service facilities and site preparation.

Negotiations for the SDC site cannot be completed until the State of California adopts its general plan for the renovation of its developmental centers.

As an alternative site, KENWOOD CHARTER SCHOOL is conducting negotiations for the lease of a 3,000 square foot store front on Warm Springs Road, Kenwood, California. This structure is in compliance with the statutes regulating earthquake standards. At the present time, the owner of the property has engaged the services of a septic engineering firm to determine the septic capacity of the property for a charter school of 48 students and faculty. We anticipate that the land will have the required septic capacity by utilizing a mound system.

The Warm Springs Road property will require the construction of classrooms, office and storage space within the shell of the existing building.

The cost of adding the mound system is approximately \$30,000 and costs of constructing the classrooms, office and storage space are approximately \$32,000. Part of the funds requested in this grant proposal are for the cost of installation of the mound system and construction of the building interior.

The first alternative site (SDC) has an estimated preparation cost of \$65,000 and the Warm Springs Road property installation and construction cost is estimated at \$62,000.

6. Experience and Knowledge of Individuals Involved in Business and Organizational Management Capabilities

KENWOOD CHARTER SCHOOL will utilize the resources of several professionals, some compensated and some who volunteer their time and efforts in the implementation of the business and educational structure of KENWOOD CHARTER SCHOOL. These individuals include:

(a) Susan Johnson, a former Business Manager at Sonoma Charter School with over 10 years experience as an independent school business manager, will be retained to design a specific program for KENWOOD CHARTER SCHOOL to comply with SCOE's accounting requirements and reporting. Ms. Johnson will also initially act as the Business Manager of KENWOOD CHARTER SCHOOL to assure that it is in compliance with statutory and county procedures. She will also train another individual to eventually replace her in this position as Business Manager.

(b) George F. Houghton, CPA, Santa Rosa, California, has over twenty years in the accounting profession dealing with school audits and reports. He will supervise the installation of the accounting and record keeping system at KENWOOD CHARTER SCHOOL and he will supervise the compilation of reports for the Board of Directors.

(c) John A. McNamara, Attorney at Law, Santa Rosa, California, has practiced law for over twenty five years. He is a certified tax specialist with the California State Bar Association and has practiced corporate law throughout his years in practice. He will incorporate KENWOOD CHARTER SCHOOL, obtain its tax exemption, design its by laws and assist in the legal aspects of the initial board meetings.

(d) Nigel Hall, Computer Programmer, Santa Rosa, California, has been a programmer for over twenty years. He has designed and administers the U.S. Charter School Web Site. Mr. Hall will install, monitor and maintain electronic systems as necessary.

C. Collaboration and Networking Strategies

Interaction with the education, community and business sectors of the community is an integral part of program of KENWOOD CHARTER SCHOOL which will enable it to meet its goal. This interaction includes:

1. Community Alliances

KENWOOD CHARTER SCHOOL has adopted a philosophy that students will be better individuals and will succeed better in their higher education if they are active participants in their community. Additionally, the overall educational program of KENWOOD CHARTER SCHOOL is more enhanced through its collaboration with both the education and business communities.

Community involvement is an important concept that children should learn and carry with them throughout their lives. KENWOOD CHARTER SCHOOL feels that a cohesive contact with the community will build better citizens for later life and will greatly aid a students in their interactions in the future.

Students at KENWOOD CHARTER SCHOOL will have significant opportunities to interact with the community. Notably, 7th and 8th grade students at KENWOOD CHARTER SCHOOL will interact with the mentally challenged and physically limited clients of Sonoma Development Center in Eldridge, and become part of programs rehabilitating and retraining these clients. We feel that this is a tremendous opportunity for our 7th and 8th grade student to learn about other aspects of life that are not in the routine main stream, while at the same time helping these individuals.

Students at KENWOOD CHARTER SCHOOL will also have significant opportunities to assist in the education of the students of Kenwood Elementary School by being buddy readers and computer lab assistants. They will be role models for students from the elementary school they just left.

A practical course in community involvement will be offered which will require students to actively participate in a community effort (including the above) and to prepare and present a written report of the student's community involvement undertaking.

2. Education Community

KENWOOD CHARTER SCHOOL intends to have an active alliance with the local education community. Sonoma State University (SSU) is only a short distance from KENWOOD CHARTER SCHOOL and intends to initiate an extensive program as a resource for SSU's credentialed student teaching program. Under the tutelage of a credentialed teacher at KENWOOD CHARTER SCHOOL, these student teachers will have the rare opportunity to observe various phases of a charter school in operation but also to participate in teaching actual students while honing their own skills.

KENWOOD CHARTER SCHOOL and the Kenwood School District have recently been contacted by the Santa Rosa School District, where Kenwood students normally feed. Santa Rosa has offered us their experience and expertise in charter schools operation. As a large school district, Santa Rosa School District has the resources and expertise to ensure the success of KENWOOD CHARTER SCHOOL. We are developing a written agreement governing their participation at the present time.

3. Business Community

Kenwood and its surrounding area is fortunate in that many businesses and retirees regularly interact with the local students. KENWOOD CHARTER SCHOOL intends to vigorously maximize the availability these relationships.

Farming and viticulture science are predominant in Sonoma Valley. Field trips to the numerous wineries will educate students about the entire viticulture process

- from growing, to picking, to crushing, to bottling. For example, students will encounter a novel and environmentally forward thinking experience when visiting the Kunde Wine Caves, where full barrels are stored without damage to the environment or surrounding landscape. When land becomes available in the future, we will establish a partnership with local businesses, and utilize plots for growing, maintaining and producing grapes, lavender and other local products. This will be a tremendous opportunity for students to be directly involved with activities around them, rather than just hearing or reading about them.

4. Oakmont Community

The retirement community of Oakmont is located in close proximity to KENWOOD CHARTER SCHOOL. A significant number of retirees in Oakmont have a wealth of experience in numerous areas which KENWOOD CHARTER SCHOOL will call upon. Oakmont retirees include captains of industry, educators, administrators, computer programmers and operators, among others. These Oakmont residents already volunteer their expertise to help educate the children in the Sonoma Valley. We intend to continue our affiliation with this group as a formidable resource to boost education of our 7th and 8th grade students.

5. Parent Participation And Collaboration

Extensive parental participation and collaboration is an essential element of the Educational Vision and overall curriculum at KENWOOD CHARTER SCHOOL. This involvement will not only lead to the success of a particular parent's children, but also to all students at KENWOOD CHARTER SCHOOL.

Parents will be visible partners and will contribute significantly to the programs at KENWOOD CHARTER SCHOOL and the sense of community. Parents will wear a variety of hats as classroom helpers, yard monitors, office helpers, field trip chaperons and board members.

D. Overall Program Evaluation

Specific evaluation assessments will be reviewed and presented publicly in an open meeting of the Board of Directors. These assessment measures include:

1. Student Attainment Indicators

Test results of CTBS, Aprenda, RCSD Performance Based Assessments will be utilized. In addition, the individual portfolio of each student in conjunction with their Educational Covenant will be monitored and reviewed in measuring their success compared to the goals set. A student's attendance record and a parent's participation in his or her child's learning is also a significant indicator of attainment.

2. Financial Examination and Audit

KENWOOD CHARTER SCHOOL will continue to retain at its own expense a independent certified public accountant to perform an annual fiscal audit. This audit will, at a minimum, verify the accuracy of our financial statements, revenue-related data collection and reporting practices (e.g. attendance accounting) and examine the internal records of KENWOOD CHARTER SCHOOL. The audit will be conducted in accordance with generally accepted accounting principles.

3. Annual Report

KENWOOD CHARTER SCHOOL will provide its Board of Directors with a comprehensive overview of school operations, test results on student performances, reports on attendance, diversity, fund raising, parent participation, major work undertaken at KENWOOD CHARTER SCHOOL and a summary of future prospects. This report will also be given to Kenwood School District, as the charter approving district.

III. DESCRIPTION OF GRANT PROJECT GOALS AND ACTIVITIES

A. Identification of Program Needs

Parents, educators and the community have been involved in establishing the framework of KENWOOD CHARTER SCHOOL and its educational vision: preserving the small community school concept and environment; creating a partnership between

parents, students, community and school; establishing an educational program which provides students the opportunity to exercise judgment and responsibility and have real choices.

Due to the non-availability of any district office buildings, KENWOOD CHARTER SCHOOL is required to start at the beginning (i.e. facility location and construction) in establishing this charter school. We have identified two sites - the SDC site, and alternatively, the Warm Springs Road site - either of which would fill our program needs.

B. Justification of Support to Fill Identified Needs

All of the funds requested in this proposal are to implement our educational goal - the funds will be used to create the housing, with the structure, and in the environment to accomplish our vision. Without the site and the tools, the vision cannot be accomplished. All of the funds requested will be utilized for expenditures which are non-recurring and without which the further implementation of the educational vision of KENWOOD CHARTER SCHOOL would be prohibitive. Funds are needed for following:

Site Preparation Costs	\$65,000	
Classroom desks and furniture		\$16,600
Computers, Software and Printers		\$27,900
Classroom Electronic	\$2,050	
Office Furniture and Equipment		\$3,000
Project Implementation Coordinator and Consultant		\$10,000
Certificated Staff Charter School Set Up		\$14,000
Business Manager Set Up	\$1,500	
Total Grant Proposal Request	\$148,900	

C. Specific Grant Goals and Objectives

Upon the completion of the project described in this grant proposal, KENWOOD CHARTER SCHOOL will be in place, and with its teaching staff, parents, board members and members of the collaborative community fully ready to commence the task of educating our children under KENWOOD CHARTER SCHOOL'S educational vision well into the 21st Century.

The funds represented by the grant proposal are absolutely necessary for the implementation of KENWOOD CHARTER SCHOOL.

Site preparation/remodeling or any activity will be the responsibility of three individuals - Paul Kruzic, Henry McLain, and Roger Nelson. All are licensed general contractors and fully experienced in the site work required in this grant proposal. Mr. Nigel Hall, parent and computer programmer, has assumed the responsibility of computer design, acquisition and installation as well as some tutorial for the teachers and other staff. The Project Implementation Coordinator and Consultant will have the responsibility for the business details of site preparation, acquisition of materials and supplies for the school's opening, procurement of contracts for the school and will be a liaison with the Kenwood School District on fiscal matters. The certificated teachers will have the responsibility of developing their curriculum to come within and support the educational vision of KENWOOD CHARTER SCHOOL, development of the Education Covenant and a crucial part of the student evaluation and admission team. The Business Manager will have the responsibility of designing and installing the necessary systems.

D. Self-Assessment and Procedures for Monitoring Progress Towards Project Goals

Certain preparatory work has been done towards achieving the project goals.

Leases for the facility site are in process. Portable classroom manufacturers have been contacted relative to the supply of the classrooms. Site preparation and service connections will be done immediately upon the receipt of grant funds, as the provider of services requires a significant deposit prior to

commencing any work. KENWOOD CHARTER SCHOOL has been assured that the service connections will take place immediately upon the financial deposit and that service connections should not take in excess of thirty days.

The Project Implementation Coordinator and Consultant is currently being put under contract to outline and commence his duties. His efforts will commence immediately and will continue through the opening of KENWOOD CHARTER SCHOOL in September, 1999. Credentialed teachers have been contacted relative to their participation, with extremely positive results. Their formal retention, however, will be deferred until the receipt of grant funds. The potential Business Manager has been contacted and reviewed and she is anxious to commence her endeavors, but her formal retention will likewise be deferred until the receipt of grant funds.

All individual goals of this grant proposal will be completed by September, 1999, the opening of KENWOOD CHARTER SCHOOL.

KENWOOD CHARTER SCHOOL agrees to meet and adhere to all of the requirements of the federal law governing the Public School Program (CFDA:84,282) and any requirements imposed by the state of California.

The grant moneys will flow directly to Kenwood School District (the sponsoring district) and KENWOOD CHARTER SCHOOL will work directly with the district Superintendent and business manager as to the disbursement of funds. All disbursements shall be for the purposes and in the amounts requested in this grant proposal. Applications for such funds shall be made to the Superintendent of Kenwood School District who shall review such application as to its propriety for payment.

KENWOOD CHARTER SCHOOL - CDS CODE (APPLICATION PENDING)

BUDGET SHEET AND NARRATIVE
APPENDIX "F"

Funds are requested under this grant proposal for the authorized purposes as follows:

<u>NATURE OF EXPENDITURE</u>	<u>ACCT. CODE</u>	<u>AMOUNT</u>
Site Soft Costs - Architect Fees to locate portables to their location and their location certified by Office of State Architect	6100	\$4,000
Site Levelling Costs	6100	5,000
Service Hook Up and Installation (Power, Water, Sewer, Telephone) Estimated by Facilities Engineer at SDC	6100	65,000
(Alternatively, if the facility is located on the Warm Springs Road Property, Site costs include \$30,000 for a mound septic system and \$32,000 for the construction of classrooms, offices and storage within the building shell for a total of \$62,000		
Total Account Code 6100		<u>\$74,000</u>
Student's Desks (48 @ \$200)	6400	\$9,600
Teacher's Desks (2 @ \$500)	6400	1,000
Tables (4 @ \$250)	6400	1,000
Bookshelves - 2 classrooms	6400	2,000
Blackboards - 2 classrooms	6400	500
Sinks, plumbing - 2 classrooms	6400	2,500
Computers - PC - (24 @ \$1,000)	6400	24,000
Printers (2 @ \$900)	6400	1,800
Software	6400	2,000
Classroom Overhead Projector (1)	6400	1,000
Television (1)	6400	500
VCR (1)	6400	300
Projector Screen (1)	6400	250

Office First Aid Supplies	6400	300
Office Fire Extinguisher	6400	300
Office Facsimile Machine	6400	500
Office Computer & Printer	6400	<u>1,900</u>

Total Account Code 6400		<u>\$49,450</u>
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Project Implementation Coordinator- Duties include responsibility for business details os site preparation, acquisition of material and supplies for the school's opening, procurement of contracts for the charter school, and liaison with Kenwood Elementary School District on fiscal matters	5800	\$10,000
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Business Manager Coordination - Duties include responsibility of designing and installing necessary accounting and reporting system	5800	1,500
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Total Account Code 5800		<u>\$11,500</u>
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Certificated Teacher - Duties include curriculum design, develop- ment of Educational Covenant, admission and evaluation duties	1100	<u>\$11,900</u>
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Total Account Code 1100		<u>\$11,900</u>
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Benefits Relating to Certificated Teacher		
FICA	3301	\$738
Medicare	3301	172
Unemployment Ins.	3501	60
Workman's Compensation	3601	149
STRS	3101	<u>981</u>

Total Account Code 3000		<u>\$2,100</u>
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Total Grant Proposal Expenditures		<u>\$148,950</u>
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All expenditures in this grant proposal is capital or permanent and having a life of more than one year. These non recurring expenditures are outside the scope and available funding contained in the operating budget of KENWOOD CHARTER SCHOOL. Each of the grant proposal expenditures is an absolute necessity to support implementation of KENWOOD CHARTER SCHOOL and the achievement of its Educational Vision.

All expenditures are expected to occur within a very short time line - between the date of disbursement of grant funds and September, 1999.

Revised 12/9/98

KENWOOD CHARTER SCHOOL
PROJECTED BUDGET - YEARS 1 THRU 3

	YEAR 1 =====	YEAR 2 ** =====	YEAR 3 ** =====
REVENUES:			
ADA \$4,948 x 46 students (Note 1)	227608	233082	238694
DEFICIT ADA @ .8801 (Note 2)	200318	205135	210075
ADDITIONAL: Lottery \$4,600 + Interest \$2,000	6600	6600	6600
TOTAL REVENUES	206918	211735	216675
RECURRING EXPENDITURES:			
TEACHERS, AIDES (INCLUDING BENEFITS) (Note 3)	105876	107994	110153
ENRICHMENT PROGRAM LABOR (Note 4)	12000	12240	12485
PORTABLES ON A RENTAL BASIS (Note 5)	21492	21922	22360
GROUND RENTAL	6000	6120	6242
TEXTBOOKS, INSTRUCTIONAL SUPPLIES (Note 6)	16438	16767	17102
INSURANCE (Note 7)	1052	1073	1095
AUDIT (Note 8)	1500	1530	1561
UTILITIES (Note 9)	2600	2652	2705
PORTABLE MAINTENANCE & JANITORIAL (Note 10)	1500	1530	1561
TEACHER CONFERENCES (Note 11)	800	816	832
OTHER CONTRACTUAL CATEGORIES (Note 11)			
BUSINESS MANAGER (300 HRS @ \$20/HR.)	6000	6120	6242
DATA PROCESSING	1500	1530	1561
LEGAL	500	510	520
	8000	8160	8323
OVERSIGHT FEE 1% OF NET ADA (Note 12)	2003	2051	2101
	179261	182855	186520
EXCESS REVENUES OVER RECURRING COSTS	27657	28881	30155
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**Current figures 11/30/98 per SCOE, adjusted for inflation